

CHIEF OF SOLID WASTE OPERATIONS

Class Definition

Under direction, plans, coordinates, assigns, and directs the operation and maintenance of the City's solid waste systems.

Distinguishing Characteristics

Chief of Solid Waste Operations is a class assigned to the Solid Waste Management Division of the Department of Public Utilities. Reporting to the Solid Waste Manager, incumbents direct and coordinate the total range of operational solid waste activities within designated program areas. Chief of Solid Waste Operations is distinguished from Solid Waste Manager in that the incumbent of the latter is responsible for the overall operation of the Solid Waste Management Division. Chief of Solid Waste Operations is distinguished from Solid Waste Management Supervisor I in that incumbents of the latter are full first-line supervisors responsible for day-to-day solid waste operational activities.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Directs the City's residential, commercial and recycling collection, bin and container maintenance, construction and demolition, recycling and commodities, composting, landfill, transfer station, or material recovery facilities programs.

Assists the Solid Waste Manager in developing long-range plans, goals, and basic operating procedures for residential, commercial and recycling collection, bin and container maintenance, construction and demolition, recycling and commodities, composting, landfill, transfer station, or material recovery facilities programs.

Develops and reviews solid waste system improvement plans and specifications.

Assists in developing and implementing safety and training programs; identifies skill enhancement needs, training requirements, and facilitation opportunities and strategies.

Responds to customer complaints; coordinates operational activities with other City divisions, departments, utilities and public agencies.

Monitors operations of assigned programs to ensure compliance with federal, state and local statutes, rules and regulations; monitors program performance to maintain cost-effective operations; identifies fiscal, staffing and resource requirements.

Conducts employee performance evaluations, coaching sessions, and disciplinary investigations.

Inspects solid waste systems equipment and facilities; consults with supervisors, staff and crew members regarding operation and maintenance of equipment, facilities and programs.

Assists and participates in goal setting, budgeting, strategic planning and organizational development; identifies barriers to goal achievement and recommends solutions.

May act as the Solid Waste Manager in the manager's absence.

Performs other duties as assigned.

Knowledge, Abilities, and Skills

Knowledge of the principles, practices, methods, materials, and equipment used in the operation and maintenance of municipal refuse services.

Knowledge of the principles, practices, methods, materials, equipment and facilities used in the recovery, processing and marketing of recyclable materials.

Knowledge of contemporary management practices, effective supervisory skills, and employee development techniques.

Knowledge of safety programs and practices applicable to the solid waste industry.

Knowledge of the principles and practices of route planning and scheduling.

Knowledge of local, state and federal statutes, codes, rules and regulations governing the solid waste industry, refuse disposal, landfill diversion and equipment operation.

Ability to establish and maintain effective working relationships at all organizational levels, including the public.

Ability to establish and maintain records, and prepare reports.

Ability to communicate effectively orally and in writing.

Ability to coordinate, facilitate, motivate and empower subordinate staff.

Ability to use computer technology proficiently.

Skill in critical and analytical thinking.

Minimum Qualifications

Graduation from an accredited college or university with major course work in engineering, sciences, business administration, or a closely related field. Experience in supervising solid waste collection, recycling, material recovery, marketing, processing or related operations may be substituted for the required education on a year-for-year basis.

Special Requirement

Possession and maintenance of a valid California Driver's License required. Depending on program area of recruitment, possession and maintenance of a valid Class A or B California Driver's License, without airbrake restriction, may be required at time of application.

Recruitment may be limited to a specific program area, or combination of program areas of expertise as required by operational needs. Program areas of expertise include, but are not limited to, those detailed below:

1. Collection - Residential or Commercial
2. Material Recovery, Processing and Marketing
3. Transfer Station, Landfill or Material Recovery Facilities Operations

APPROVED: _____
Director

DATE: _____